



Pay Frequency of West Virginia State Government Employees

Beginning in January 2015, State Employees will be paid on a bi-weekly basis.

Action taken: On April 25, 2013, the three members of the West Virginia Enterprise Resource Planning (ERP) Board, comprised of Governor Earl Ray Tomblin, State Auditor Glen B. Gainer, and State Treasurer John D. Perdue, voted to move West Virginia's payroll process from semi-monthly to bi-weekly pay for all state employees, beginning with the initial pay period in January 2015.

Frequently Asked Questions

Q: Why is the State making this change?

- A: The transition is part of a system-wide plan to bring employees at all state locations into a standardized pay schedule, with the goal of improving the quality and efficiency of the State's business processes. The new system provides several benefits, including:
- A systematic approach to payroll time recording
 - Standardized payroll cycles across all locations
 - More efficient and accurate time reporting based on actual hours worked
 - Compliance with FLSA regulations
 - Fewer manual adjustments in subsequent pay cycles caused by under or overpayments

Q: How often are State Employees paid currently?

- A: Currently, the State of West Virginia pays employees in 24 pay cycles (semi-monthly).

Q: With this decision, how often will employees be paid?

- A: Beginning in January 2015, State Employees will be paid bi-weekly (every other Friday) in 26 pay cycles.

Please note: Paydays that fall on a State holiday will be paid the day prior.

2015 Pay Period		PP begin	PP end	Pay Day	#Days
January	(1)	12/17/2014	1/2/2015	1/16/2015	17
	(2)	1/3/15	1/16/15	1/30/15	14
February	(3)	1/17/15	1/30/15	2/13/15	14
	(4)	1/31/15	2/13/15	2/27/15	14
March	(5)	2/14/15	2/27/15	3/13/15	14
	(6)	2/28/15	3/13/15	3/27/15	14

April	(7)	3/14/15	3/27/15	4/10/15	14
	(8)	3/28/15	4/10/15	4/24/15	14
May	(9)	4/11/15	4/24/15	5/8/15	14
	(10)	4/25/15	5/8/15	5/22/15	14
June	(11)	5/9/15	5/22/15	6/5/15	14
	(12)	5/23/15	6/5/15	6/19/15	14
July	(13)	6/6/15	6/19/15	7/3/15	14
	(14)	6/20/15	7/3/15	7/17/15	14
	(15)	7/4/15	7/17/15	7/31/15	14
August	(16)	7/18/15	7/31/15	8/14/15	14
	(17)	8/1/15	8/14/15	8/28/15	14
September	(18)	8/15/15	8/28/15	9/11/15	14
	(19)	8/29/15	9/11/15	9/25/15	14
October	(20)	9/12/15	9/25/15	10/9/15	14
	(21)	9/26/15	10/9/15	10/23/15	14
November	(22)	10/10/15	10/23/15	11/6/15	14
	(23)	10/24/15	11/6/15	11/20/15	14
December	(24)	11/7/15	11/20/15	12/4/15	14
	(25)	11/21/15	12/4/15	12/18/15	14
	(26)	12/5/15	12/18/15	12/31/15	14

Q: Can I choose not to go bi-weekly?

A: No. All employees will be making the switch to bi-weekly pay.

Q: Will the employee's salary change?

A: No, the employee's annualized salary will not change as a result of this decision.

Q: Will the amount of an employee's paycheck be different than it is currently?

A: Yes, the paycheck itself will be slightly different compared to current paychecks as it will be spread across 26 pay periods instead of 24. Gross wages, tax withholdings, and deductions will all vary, and net pay will be less with bi-weekly pay (as compared to semi-monthly pay).

Q: How does my net disposable income change from month-to-month?

A: Ten of twelve months net income will be less and two months each year net monthly pay will increase because of the third payment. In 2015, three payments are received in July and December.

Q: What other measures were taken to minimize the impact on my month-to-month disposable income?

A: In 2015 (the year of conversion) the first pay period contains 17 days because we are transitioning from mid-week pay period end to end-of-week pay period end. Those 3 extra days of pay in the initial period will get employees ahead from a cash flow standpoint.

Q: How does this benefit State Employees?

A: Employees soon will realize the benefit of being paid every other Friday. More frequent and consistent payments will help employees from a financial planning perspective. Hourly and salaried employees will be paid for actual time worked and they will no longer need to wait for retroactive pay adjustments. Employees will no longer need to stretch pay over three weekends. Any overtime hours worked in the pay period will be paid more frequently. Earned vacation and sick leave balances will be current.

Q: Will this action affect the employee's health care and retirement benefits?

A: The ERP Board will work with necessary parties (PEIA, CPRB, Mountaineer Flexible Benefits, etc.) to spread applicable deductions across the new bi-weekly pay frequency to minimize the impact on the employee's net pay.

Q: What should I do to prepare for the change?

A: It is important that you review your personal budget situation and determine how to match your expenditures with your new bi-weekly pay schedule. In preparation for the conversion, we suggest that you take the following steps:

- Review your current tax withholding elections to make any necessary changes.
- Pay particular attention to additional tax withholding amounts.
- Request that creditors adjust your automatic withdrawal or bill-pay dates to align with your new pay schedule.

Q: Will I need to make any changes to my direct deposit?

A: No. If you currently have your pay earnings sent to direct deposit, you do not need to make a change. If you have automatic bill pay from your account, you may want to make arrangements with your financial institution about any necessary changes to payment dates.

Q: What if I pay some of my bills through automatic bill pay?

A: If you have automatic bill pay set up for any regular expenses, such as mortgage payments, utilities, student loan payments or car payments, we encourage you to work directly with your financial institution(s) to change payment dates as needed.

Q: I pay my benefits once a month. Will this change?

A: Yes. We are currently working with all benefit providers to allow for bi-weekly deduction amounts over 26 periods.

Q: Will the change in pay frequency affect my sick and vacation accruals?

A: Yes. Sick and annual leave accruals will be calculated each bi-weekly pay period. The amount of leave earned during the pay period is based on the hours worked during the pay period. Leave balances are accumulated each pay period and reflect any leave hours taken during the pay period.

Q: I have a garnishment deduction. How will the transition to bi-weekly pay affect the amount deducted for my garnishment?

A: If the garnishment deduction is calculated as a percentage of your earnings, a deduction will occur each pay period, up to the maximum deduction allowed based on federal and state regulations. For other non-percentage garnishments, they can be converted to bi-weekly deduction amounts as well.

Q: I contribute to my West Virginia Plus (457) and SMART529 plans. When will my contributions be taken?

A: Your voluntary elected contributions through payroll will be deducted each pay period.

Q: Will I need to make changes to my Federal and State tax withholding?

A: Federal and State taxes are calculated by the system based on your gross wages, marital status, number of personal allowances you claim and any additional tax you choose to have withheld (W4 and WV IT-104). If you have an additional tax amount deducted from your paycheck each pay period, the additional amount will be withheld from each bi-weekly check. If you want to discontinue the additional tax amount withheld each pay period, please complete a new W-4 and/or IT-104

Q: How does the change in pay frequency affect my Federal and State income taxes?

A: Your income will continue to be taxed according to the Federal and State tax regulations and the personal elections you make on your W4 and WV IT-104 federal and state withholding forms you currently have on file. Your bi-weekly earnings will be taxed based on the bi-weekly tax schedules set by the Internal Revenue Service.

Q: Will the change in pay frequency affect state retirees?

A: No, retirees will continue to be paid monthly.

Q: Will the change in pay frequency require Legislative changes?

A: Yes, it will require a change in state statute during the 2014 legislative session to §6.7.1 of the WV Code regarding pay frequency to permit pay to be made “at least twice monthly” rather than “twice monthly.”

Q: What if I have more questions?

A: Please contact the Enterprise Resource Planning Board (wvOASIS Project) by emailing EnterpriseReadiness@wvOASIS.gov